|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| meeting minutes | | | | | | | |
| **Project:** | | Personal Finance Management | | | **Project Code:** | PFM | |
| **Project Manager:** | |  | | | **Conductor:** |  | |
| **Secretary:** |  | |
| **Date:** | |  | | | **Time:** |  | |
| **Place:** | |  | | | | | |
| **Attendees :** | | | | | | | |
| **No** | **Full name** | | **Unit/Group** | **Position** | | | **Attendance** |
| 1 | Nguyen Van Hien | | PFM Team | Constructor | | |  |
| 2 | Nguyen Anh Tuan | | PFM Team | Manager | | |  |
| 3 | Nguyen Duc Loc | | PFM Team | Technical leader | | |  |
| 4 | Lai Le LeLinh | | PFM Team | Tester | | |  |
| 5 | Le Thi Minh Khanh | | PFM Team | Designer | | |  |
| 6 | Nguyen Thi Gam | | PFM Team | QA | | |  |



# Objectives

# Agenda

# Contents

# Conclusion: